



AVJAMSS TASK ORDER GUIDELINES
JUNE 2004

Army Contracting Agency
Fort Hood Contracting Command
Fort Hood, Texas
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AVJAMSS TASK ORDER GUIDE

Foreword

The AVJAMSS Task Order (TO) Guidelines contain all the information you need to use the AVJAMSS contracts in order to obtain Aviation Joint Administrative Management Support Services at all operating levels. The AVJAMSS contracts were awarded under the Federal Acquisition Streamlining Act (FASA), which requires all of the AVJAMSS prime contractors be provided a fair opportunity to be considered for task order awards. FHCC will occasionally revise these guidelines, as needed to improve the process of awarding and managing task orders under the AVJAMSS contracts.



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A. GENERAL.

A1. SCOPE: AVJAMSS is a master, indefinite delivery-indefinite quantity, task order driven contract. The contract will be structured for maximum flexibility in providing for an expedited ordering process to satisfy the needs of operational customers throughout the Army and DoD. The AVJAMSS contracts provide all Aviation Maintenance and Aviation Training requirements within and beyond the boundaries of the DoD. As a result, AVJAMSS contractors provide solutions for activities throughout all operating levels within the DoD in support of all functional requirements. Contractors will furnish the necessary personnel, materials, facilities, travel and other services required to provide Aviation Depot and Component repair and related services within the Continental United States (CONUS) and Outside the Continental United States (OCONUS). Technical solutions provided by the contractor exist within the scope of the following six task areas:

AVJAMSS contractors will provide support in the following six task areas:

- Task 1: Task Order (TO) Management
- Task 2 : AVUM/AVIM and Selected Depot Maintenance
- Task 3 : Aviation Maintenance Management
- Task 4 : Aviation Maintenance Training
- Task 5: Aviation Supply and Warehouse Management
- Task 6. Missile, Aviation and System Support Equipment Maintenance and Modification

The contracts, with detailed descriptions of all task areas can be found on the AVJAMSS web page: http://ccmd.hood.army.mil/avj_main.cfm.

A2. ORDERING PERIOD: 15 August 2004 – 14 August 2005 (base) plus nine one-year options, which may be exercised at the discretion of the AVJAMSS Contracting Officer. TOs may only be issued by properly appointed contracting officers and must be issued during the ordering period. TOs may include options, may extend beyond the term of the basic contract and options may be exercised after the term of the basic AVJAMSS contract is complete. However, once the basic contract has expired, there will be no additional authority to add new work or to increase the scope of the orders. The ordering period may change depending on DFARS implementation of Section 843 of the Defense Authorization Act for Fiscal Year 2004.

A3. PROGRAM CEILING: The program ceiling is \$2Billion. This is defined as the total dollars of all TOs against all of the contracts through the life of the contracts and TOs. Once this total dollar value is reached, no new TOs or TO options will be issued or exercised. Contractors will submit quarterly reports to Fort Hood Contracting Command (FHCC) identifying all TOs received to date, to enable monitoring of the cumulative ceiling.

A4. AUTHORITY TO PLACE TOs: The Army Contracting Agency Southern Region Fort Hood Contracting Command, Fort Hood, Texas will award TOs for operations support services for its mission customers. FHCC will award task orders for other customers as requested. All

ACA Contracting Officers are authorized to place task orders under these Contracts. Notification to FHCC of actual orders issued under AVJAMSS is to be provided to Sheryl.Calderon@us.army.mil, with the following information included in the email:

1. Installation issuing Task Order and Contracting Officer's name, phone number, and email
2. Contract Number
3. Task Order Number
4. Base Year/Period award amount
5. Duration of Task Order (Start and end dates, and if options, final end date)
6. If awarded based upon an exception to the Fair Opportunity requirements of DFAR 16.505(b)(2), provide a copy of the justification document stating the rationale supporting that decision.

Other major subordinate Army commands and installations (external to ACA) may request a written authority to place TOs in support of their customers, as may non-Army, DoD customers, state, and local government. These requests will be evaluated, among other things, in light of the program maximum dollar ceiling of \$2 Billion. If granted said authority, these contracting activities are responsible to execute and administer their own requirements IAW regulation and this TO Guide. Requests from non-DOD organizations will be considered by FHCC on a case by case basis after consultation with counsel. Requests for authority to issue TOs should be directed to the Contract Administration Division, Sheryl.Calderon@us.army.mil and should contain the following information:

- MACOM or Defense Activity
- Contracting Office
- Mailing address
- Contracting Officer's Name
- Email address
- Telephone number (commercial and DSN); and
- A statement from the Contracting Officer of the intent to comply with the procedures in this guide.

A5. SERVICE FEE: There is no fee for the use of the contracts by any approved customer activity or agency.

A6. FISCAL YEAR CUT-OFF DATE. The FHCC cut-off date for submitting requirements that must be awarded by the end of the fiscal year is 15 Jul. Other using activities may establish their own cut off dates.

A7. PRICING ARRANGEMENTS. The AVJAMSS contracts are indefinite delivery indefinite quantity (IDIQ) contracts permitting TOs that are Firm-Fixed Price (FFP), and Time and Materials (T&M). The optimal and preferred task order award will be FFP. The potential use of T&M task orders remains a matter within the discretion of the ACO after compliance with the documentation requirements of FAR 16. Individual task orders will set forth contractors' associated loaded labor rate for applicable contract type.

A8. NON-PERSONAL SERVICES: Services under AVJAMSS are to be non-personal services only as defined in FAR 37.101.

A9. IDIQ OMBUDSMAN:

In accordance with FAR 16.505(b)(5), no protest under FAR 33.1 is authorized in connection with Contracting Officer decisions regarding fair-opportunity or the issuance of a TO under this contract, except for a protest on the grounds that a TO increases the scope, period, or maximum value of the contract. Mrs. Laura Eichhorn, Office of the Principal Assistance Responsible for Contracting, HQ, ACA Southern Region, has been designated as the ACA Southern Region Ombudsman. The ACA, Southern Region Ombudsman will review complaints from the contractors and ensure that all contractors are afforded a fair opportunity to be considered, consistent with the procedures in the contract. Complaints to the ACA Southern Region Ombudsman must be forwarded to:

Ms. Laura Eichhorn, Army Contracting Agency Southern Region, 404-464-2040, DSN 367, email: Laura.Eichhorn@us.army.mil.

B. PLACING ORDERS

B1. ACQUISITION PLANNING: Before beginning the AVJAMSS process, the customer must prepare a performance-based requirements package. TO Contracting Officers are encouraged to work with their customers early in the preparation of these documents and, as appropriate, to consider providing a draft PWS to the AVJAMSS contractors for comment and questions. However, before a decision is made to use AVJAMSS, the TO Contracting Officer must ensure the task is within the general scope of the AVJAMSS contract (e.g. task areas, contract maximums, ordering limits). In addition, the TO Contracting Officer should conduct market research to ascertain whether or not the requirement should be set aside for small businesses as discussed in B4 below.

B2. CONTRACT MINIMUM/MAXIMUM: The government's guaranteed minimum obligation under these contracts is \$10,000 (base period only). The minimum TO amount is \$2,500. Neither the government nor the contractor is obligated to use the contract for TOs under this amount per FAR 52.216-19. The maximum TO amount is any order for a single item in excess of \$500,000 or for a combination of items in excess of \$2,000,000 or a series of orders from the same ordering office within 10 days that together call for quantities in excess of these amounts. The contractor may honor orders beyond these amounts, and is required to notify the ordering office within seven days if they do not intend to honor the order. The entire program maximum for all contracts is \$2 Billion, which is being monitored by the AVJAMSS Contracting Officer via contractor quarterly reports and reports from issuing installations after award of task orders and execution of modifications. When TOs placed begin to approach this maximum, the AVJAMSS Contracting Officer may be required to notify TO Contracting Officers to discontinue placing new orders.

B3. SMALL BUSINESS CONSIDERATIONS: If the criteria in FAR 19.502-2(b) are present, then the DoD Rule of Two shall apply, and your requirement must be set aside for small

businesses or their subcategories (e.g. HUB Zone, 8(a)) and you cannot place a TO under AVJAMSS. The same is true for services that are presently set aside for socioeconomic programs under FAR Par 19 or related directives. Recent GAO decisions have confirmed that small business rules pertain to multiple award task order contracts such as AVJAMSS.

In addition, there has recently been a great deal of attention to “bundled contracts” as defined in FAR 2.101. Special requirements pertaining to bundled contracts were implemented in FAC 2001-17 (October 20, 2003) implementing the Office of Management and Budget’s Oct 2002 report. All proposed TOs should be carefully screened for potential “bundling”. See FAR 7.104 for additional steps to take should your proposed TO include bundling. You are encouraged to consult with counsel should bundling be a possibility in your TO package.

B.5 COMPETITION: TOs under AVJAMSS must comply with all applicable statutes and regulations. Specifically, they must comply with Section 803 of the National Defense Authorization Act of 2002 as implemented by DFARS 216.505 and FAR 16.505. For convenience, the current text is provided herein, but you should verify the regulations prior to placing your order. The following links to the FAR and DFARS (respectively) are for your assistance: <http://farsite.hill.af.mil/vffara.htm> and <http://farsite.hill.af.mil/VFDFARA.HTM>.

DFARS 216.505 Ordering.

Orders placed under indefinite-delivery contracts may be issued on DD Form 1155, Order for Supplies or Services.

216.505-70 Orders for services under multiple award contracts.

(a) This subsection--

(1) Implements Section 803 of the National Defense Authorization Act for Fiscal Year 2002 (Pub. L. 107-107);

(2) Applies to orders for services exceeding \$100,000 placed under multiple award contracts, instead of the procedures at FAR 16.505(b)(1) and (2) (see Subpart 208.4 for procedures applicable to orders placed against Federal Supply Schedules);

(3) Also applies to orders placed by non-DoD agencies on behalf of DoD; and

(4) Does not apply to orders for architect-engineer services, which shall be placed in accordance with the procedures in FAR Subpart 36.6.

(b) Each order for services exceeding \$100,000 shall be placed on a competitive basis in accordance with paragraph (c) of this subsection, unless the contracting officer waives this requirement on the basis of a written determination that--

(1) One of the circumstances described at FAR 16.505(b)(2)(i) through (iv) applies to the order; or

(2) A statute expressly authorizes or requires that the purchase be made from a specified source.

(c) An order for services exceeding \$100,000 is placed on a competitive basis only if the contracting officer-

(1) Provides a fair notice of the intent to make the purchase, including a description of the work the contractor shall perform and the basis upon which the contracting officer will make the selection, to all contractors offering the required services under the multiple award contract; and

(2) Affords all contractors responding to the notice a fair opportunity to submit an offer and have that offer fairly considered.

(d) When using the procedures in this subsection--

(1) The contracting officer should keep contractor submission requirements to a minimum;

(2) The contracting officer may use streamlined procedures, including oral presentations;

(3) The competition requirements in FAR Part 6 and the policies in FAR Subpart 15.3 do not apply to the ordering process, but the contracting officer shall consider price or cost under each order as one of the factors in the selection decision; and

(4) The contracting officer should consider past performance on earlier orders under the contract, including quality, timeliness, and cost control.

The exceptions to the Fair Opportunity referenced in DFARS 216.505(70)(b)(1) above are provided here:

FAR 16.505 (b)(2) Exceptions to the fair opportunity process. The contracting officer shall give every awardee a fair opportunity to be considered for a delivery-order or task-order exceeding \$2,500 unless one of the following statutory exceptions applies:

(i) The agency need for the supplies or services is so urgent that providing a fair opportunity would result in unacceptable delays;

(ii) Only one awardee is capable of providing the supplies or services required at the level of quality required because the supplies or services ordered are unique or highly specialized;

(iii) The order must be issued on a sole-source basis in the interest of economy and efficiency as a logical follow-on to an order already issued under the contract, provided that all awardees were given a fair opportunity to be considered for the original order.

(iv) It is necessary to place an order to satisfy a minimum guarantee.

Any action above \$100,000 that will not provide the fair opportunity as defined above shall include written documentation regarding the specific exception involved. It is suggested these documents be reviewed by legal counsel prior to solicitation.

B6. EVALUATION FACTORS: As with any solicitation, it is critical that the Task Order Request for Proposal (TORP) detail the criteria that will be used to select the successful contractor, and that the actual evaluation comply with criteria identified. The procedures used to evaluate the offers and the information requested from contractors should be streamlined. The

AVJAMSS contracts state “the Government’s award decision will be based on selection criteria, which address past performance, technical/management approach, progress towards subcontracting goals, and price/cost. Individual TO selection criteria will include the factor(s) relevant to the particular TO and their importance.” The criteria used to select a contractor under AVJAMSS will vary depending upon the type of service being solicited.

1. Cost or price must always be a factor per DFARS 216.505(70)(d)(3). Paragraph H.20 requires the contractors to include a detailed description of all Other Direct Costs (ODCs) in their proposals.

2. Past performance (including prior relevant experience) should be considered for every TO over \$100,000. It was envisioned under AVJAMSS that the past performance ratings under the original contract award would be used to evaluate task orders while it was current. Contact the AVJAMSS Administrator, Contracting Officer, Ms. Sheryl Calderon at 254 287 5762 or via email at Sheryl.Calderon@us.army.mil . She will provide you the current past performance ratings for the AVJAMSS contractors. You are discouraged from soliciting past performance information for individual TOs unless your task is extremely unique or sensitive and you have reason to believe that the past performance information provided under the basic contract would not apply. You are encouraged to check the Past Performance Information Management System (PPIMS) or the Past Performance Information Retrieval System (PPIRS) to obtain this information after Contractors have completed task orders under the contract.

3. Technical/Management may also be a criteria, in which case the vendor must be required to provide a written/oral proposal with pertinent information.

4. Progress towards subcontracting goals. Contractors should ensure they file the required Small Business reports in accordance with the terms of the contract, Section H, special provision 52.000-4050 on page 76.

B9: TO REQUEST FOR PROPOSAL (TORP). The Contracting Officer will request a technical/cost proposal from each contractor. A formal RFP is not required or recommended. The contracting officer may also request past performance survey information if the instant TO has unique characteristics. The TORP should be issued by emailing all prime contractors the PWS and evaluation criteria for the government’s requirement. Typically, the contractors shall have at least 10 working days to respond to the TORP. The technical proposal may be written or oral as stipulated in the request. The TO Contracting Officer is encouraged to use electronic submissions, but may authorize submission of TO proposals in any form considered both expedient and safe from unauthorized access. In addition, for staffing positions or when there is no workload or other data to allow a contractor to adequately estimate required staffing, the Government may identify the number of positions it envisions it needs. However, both parties realize that this is neither mandatory, nor does it relieve the contractor from responsibility to successfully perform the task. It is also an acceptable practice to provide the contractors with an estimated amount for travel or similar cost reimbursable other costs for evaluation purposes. The AVJAMSS Contracting Officer can advise the contractors of the name of the incumbent, if there is one, when requesting the proposal.

B10. TO PROPOSALS (TOPs)/CONTRACTORS’ SUBMISSIONS: The contractors’ submissions should also be streamlined. “By name” resumes are not required from Contractors, but rather evidence that personnel will meet any qualifications set forth in the Request For Proposal. If you want a staffing plan, so state, and also clarify whether or not it is part of the

page limitation. It is recommended that proposals be submitted via email or other electronic media.

B11. PURCHASES OF INFORMATION TECHNOLOGY (IT) AND MATERIALS:

AVJAMSS is a service contract, and as such purchases of materials should be minimal. The contract specifically discusses IT and limits the purchase of IT under the TOs. (Para H.20.c.1, c.2, c.3, c.4 and c.5.

Regarding materials, the contract states that only the Prime Contractor shall acquire materials for Task Orders under this contract. However, on a case-by-case basis, the Prime Contractor may request that a first tier subcontractor be authorized to procure materials provided there is no additional cost for mark-ups (i.e., the total mark-ups whether proposed by the Prime and/or subcontractor shall not exceed the negotiated mark-ups set forth in the contract for that of the Prime Contractor). The Contracting Officer will only approve such a request if it is determined to be in the Government's best interest to allow a first-tier subcontractor to procure materials (i.e., in the interest of obtaining time or cost efficiencies). Materials shall only be incidental to the performance of services. (Para H.20)

B12. CONTRACTORS' LOAD FACTORS: The contractors' load factors have been incorporated into the contracts by reference. The Contracting Officers may request the rate tables by submitting an email request to the Administrative Contracting Officer Sheryl.Calderon@us.army.mil. These rates have been audited and reviewed by the contracting officer and determined to be fair and reasonable for the Fort Stewart area. These rates are meant to be guidelines for exempt labor categories and act as the maximum the contractor may propose unless authorized due to unique situations. In many cases, contractors offer substantial discounts off these rates in TO proposals. TOs performed outside of the Fort Stewart area should be adjusted based on the cost of living in those areas using tools such as Home Fair (www.homefair.com) or Data Masters (www.datamasters.com) to calculate equivalent rates in the area of performance on any particular TO. If the cost of living in the performance area of a particular TO is higher than in Fort Stewart, then the contractors' proposals may include rates higher than those shown in the contract.

For non-exempt labor categories, the proposal shall be based on the pertinent wage determination. The load factors proposed in the basic contract should be used for FFP and T&M TOs, the only adjustment allowed being for changes in state tax.

B13. SUBCONTRACTORS. Current approved AVJAMSS subcontractors are available at <http://ccmd.hood.army.mil/avj>. The AVJAMSS contracts include the clause FAR 52.244-2. In accordance with FAR Clause 52.244-2, the Government is required to provide approval/consent for new subcontractors. On rare occasions, a new subcontractor may only be approved for addition to the contract in cases where it is clearly evident to the Contracting Officer that the proposed new subcontractor has a capability that is both required to perform work described in the TO PWS and is not a capability of any of the prime contractor's existing team of first-tier subcontractors. Any new subcontractor (all labor) approved for addition to the contract shall be reimbursed via load factors negotiated and added to the rate tables at TE B and C. Contact the

AVJAMSS contractor should you have any questions regarding a proposed subcontractor or visit http://ccmd.hood.army.mil/avj_main.cfm.

B14. EVALUATION OF TO PROPOSALS. As with any other proposal evaluation, the most important thing to remember is to comply with the evaluation plan identified in the TORP.

B15. TO SOURCE SELECTION: Award may be made on initial offers, or negotiations may be conducted with one or more offerors. The rationale for negotiating, for the selection of contractors with whom to negotiate and the results should be documented in the file. The TO Contracting Officer shall select the contractor that best meets the evaluation criteria established in the request for TO proposal. The Contracting Officer, as Source Selection Official, will prepare an adequate Business Decision Document which will indicate the reason(s) why each competing contractor was or was not selected for the particular task order award based upon the evaluation criteria provided in the initial request.

B16. PRICE REASONABLENESS. Typically, AVJAMSS TORPs will result in receipt of at least three offers. However, when less than three offers are received, the AVJAMSS contractors' labor rate tables may be used in support of and to document price reasonableness.

B17. AWARDING TASK ORDERS IN PD2. All task orders shall be issued as an external award in PD2. Each external award should result in a DD Form 1155 order.

B18. NOTICES OF AWARD: You are encouraged to provide notices of award to unsuccessful offerors within a week.

B19. DEBRIEFS. Formal debriefings per FAR part 15 are neither required nor suggested. However, to improve the process and relations with the AVJAMSS contractors, TO Contracting Officers are encouraged to provide email bullet debriefings to all offerors who proposed under the TO, to include:

(a) The Government's evaluation of the significant weaknesses or deficiencies in the offeror's proposal, if applicable;

(b) The overall evaluated cost or price (including unit prices), and technical rating, if applicable, of the successful offeror and the debriefed offeror, and past performance information on the debriefed offeror;

(c) A summary of the rationale for award;

(d) Reasonable responses to relevant questions about whether source selection procedures contained in the solicitation, applicable regulations, and other applicable authorities were followed.

C. CONTRACT ADMINISTRATION

C1. CONTRACT ADMINISTRATION: All AVJAMSS users are responsible to administer their own task order awards. FHCC shall administer only those task orders issued by FHCC.

C2. OPTIONS: The AVJAMSS contracts include the clauses FAR 52.217-9 Option to Extend the Term of the Contract and FAR 52.217-8, Option to Extend Services. TOs may contain options. Exercise of options requires the TO contracting officer to notify the contractor of the intent 60 days prior to the expiration of the current period. Also if necessary, it is possible to extend TOs for six months past the normal completion date with 30 days notice. TO Contracting Officers and their customers are responsible to establish adequate suspense systems to ensure timely notification.

C3. TO INVOICING INSTRUCTIONS: Each TO should provide specific invoicing instructions appropriate for the type of order, the role of the TO Monitor and the applicable paying office. It is suggested that this information be included at the beginning of the TO. (Para G.6).

C4. TO MONITOR: Task Order Monitors should be appointed via formal letter.

C.5 Each AVJAMSS Contracting Officer must forward to the FHCC Administrative Contracting Officer, the task order number, date of award, amount of award, and name of contractor. This is for tracking purposes.